

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

March 17 - [City Council Meeting Agendas](#)

Looking Ahead

Tuesday, March 17: Special Council Meeting, EDA and Planning Commission meetings are canceled

Wednesday, March 18: Yard waste collection season begins

March 19-27: All City board meetings are canceled including Council meeting on 3/24 (alternate date: 3/31)

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- **WATCH!** [publiCITY](#) news show
- **LISTEN!** [Rouss Review](#) podcast new episode - Flood Safety



The third season of the City's monthly news show, *publiCITY*, debuts on March 25. Special guest is City Engineer Kelly Henshaw who will discuss flood awareness with Host Barry Lee.

City Manager's Takeaways

City departments have been taking precautions to slow the spread of germs. Public meetings and several events have been canceled for the next two weeks and communication of accurate and current information is continuous.

Interim City Manager Mary Beth Price has been working to get to know the City, assisting with the COVID-19 response, and preparing the FY21 budget. Her official first day is March 17, 2020.



Public Safety

Winchester Police

- Attended Youth Development Center meeting, firearms/property meeting, and Apple Blossom meeting.
- Held Crisis Negotiation training.
- Continued Kids & Cops Camp planning.
- Attended COVID-19 update meeting with local health officials and City staff.
- Hosted spring Teen Academy and canceled the adult Citizen Police Academy.
- Held testing for police candidates and completed background checks/polygraphs.
- Attended job fair in West-Pacs in Pennsylvania.
- Worked on six general orders policies.
- Attended 911 Services Board meeting.
- Released first episode of Defrost true crime podcast.
- Crime stats:
 - Crimes against persons (felony) - 1
 - Crimes against persons (misdemeanor) - 10
 - Burglaries (residential) - 0
 - Burglaries (commercial) - 1
 - Property crimes - 18

Winchester Fire and Rescue

- Attended chief workgroup meeting with Frederick County.
- Reviewed and submitted SCBA Grant.
- Attended City COVID-19 meeting - preparation for the pandemic.
- Held monthly administration meeting with volunteer leadership.
- Finished up final release with Lantz Construction for the burn building.
- Reviewed Continuity of Operations Plan.
- Met with the new Volunteer President of South End Volunteer Co.
- Attended Virginia Fire Prevention Association board meeting.
- Prepared for the regional Women in Fire event.
- One department member completed his protocol test for being released as a Basic Life Saver provider
- Attended the pre-Apple Blossom planning meeting.

Police Activity	#
Calls for Service	720
Directed Patrols	34
Directed Patrols (OTW)	5
Extra Patrols	101
Extra Patrols (OTW)	2
Alarms/False Alarms	32/32
Crash Reports	7
Traffic Citations	52
Traffic Warnings	57
DUI/DWI	1
FOIAs Answered	3
Special Events Permits Received/ Approved	5/4 29 YTD

Fire Activity	Fire Activity
Fire	6
Overpressure	0
EMS/Rescue	93
Hazardous Cond.	1
Service Call	6
Mutual Aid Given	10
Good Intent	4
False Alarms	8
Special Incident	0
Plan Review	1
Reinspections	5
Inspections	7

Emergency Management

- Held small Unmanned Aerial Vehicle training with City pilots and vendor.
- Presented Emergency Management actions on COVID-19 to City Council.
- Facilitated the Shenandoah Apple Blossom Festival planning and coordination meeting.
- Appeared as the special guest on the City's Rouss Review podcast on flood safety.
- Facilitated Senior Leadership coordination and planning meeting on COVID-19 with the VA Department of Health and the Valley Health System.
- Attended the Valley Health System COVID-19 surge policy planning and coordination meeting.

Development Services

Economic and Workforce Development

- Continued working with development partners on the Kent/Piccadilly and Towers redevelopment sites.
- Met with auditors to move EDA FY17 and FY18 audits to completion.
- Discussed expansion/growth plans with two Winchester businesses.

Winchester/Frederick County Tourism

- Did site visits scouting for an upcoming film project that we were asked to assist in procuring a location for.
- Hosted the digital content specialist for Virginia Tourism showcasing a number of businesses and experiences as part of a regional Northern Shenandoah Valley fam tour.
- Attended a City coronavirus preparedness meeting.
- Work is nearly done on the 2020 Visitor Guide.
- Held a Tourism Board Finance Committee meeting.
- Began collecting spring photography.

Arts and Vitality & Old Town

- Continued vendor outreach for the 2020 Old Town Farmers & Makers Market.
- Prepared annual updates to the OTW Shopping & Dining Guide.
- Held successful St. Paddy's Celtic Fest on the Loudoun Street Mall with downtown business participation.
- Co-hosted artists' reception for Youth Art Month with Shenandoah Arts Council (70 attendees).
- Assisted 12 locals and 4 visitors at the Old Town Welcome Center.
- Met with organizers of upcoming events to discuss appropriate actions due to COVID-19.

Zoning and Inspections

- Completed:
 - 171 building permit inspections and issued 31 building permits (\$407,526 valuation)
 - 190 code enforcement inspections and initiated 61 new cases
 - 9 new business reviews (7 Zoning User Permits general business, 2 Zoning User Permits home business)
 - 0 PDSP permits
- Removed 6 signs from the public right-of-way (YTD=69)
- Significant projects this week: 2228 Papermill Road (interior remodel - \$150,000)

Date	Address	Description	Value
03/05/2020	1404 MAGRUDER CT	ADD SCEEN PORCH	\$12,000
03/05/2020	2705 S PLEASANT VALLEY RD	WATER/SEWER SERVICE	\$40,000
03/06/2020	1539 MEADOW BRANCH AVE	REPLACE FIXTURES	\$5,000
03/06/2020	1870 AMHERST ST	MONUMENT SIGN	\$0
03/06/2020	1944 VALLEY AVE	ADDITION TO FIRE ALARM	\$1,000
03/09/2020	1360 L.P. HILL DR	NEW FIRE ALARM SYSTEM	\$19,171
03/09/2020	27 MORNINGSDR	REMODEL	\$4,500
03/09/2020	1849 1851 S PLEASANT VALLEY RD	(1) BLDG. MOUNTED SIGN	\$3,050
03/09/2020	805 N LOUDOUN ST	COFFEE SHOP TO CONVENIENCE STO	\$0
03/09/2020	300 CAMPUS BLVD	REMODEL	\$45,500
03/09/2020	620 MILLWOOD AVE	LIGHT PANEL	\$38,000
03/09/2020	919 E CORK ST	REMODEL	\$2,000
03/10/2020	1949 KATHY CT	REMODEL BATHROOM	\$5,000
03/10/2020	1949 KATHY CT	REPLACEMENT FIXTURES	\$2,000
03/10/2020	2228 PAPERMILL RD	INTERIOR REMODEL	\$150,000
03/11/2020	708 BRUCE ST	ADDING FIXTURES TO BATHROOM	\$1,000
03/11/2020	708 BRUCE ST	ADDING BATHROOM / KITCHEN	\$5,000
Totals			\$333,221

Planning

- Staffed the March 10 Council meeting where a small right-of-way vacation along Meadow Branch Avenue was approved and an amendment to the Comprehensive Plan to designate a citywide Urban Development Area was adopted. A First Reading on a PUD revision on Cedar Creek Grade was also conducted under the consent agenda.
- Prepared updated information for the March 17 Planning Commission meeting (canceled and items moved to the next meeting). Among the public hearing agenda items are: 1) a Zoning Text amendment to revise the PUD density regulations; 2) a PUD rezoning for Phase 2 of the Meadow Branch Avenue Apartments; and , 3) a CUP for an AirBNb on N. Washington St. There has been growing interest by adjoining property owners with regard to the proximity of 4-story apartment buildings near some single-family detached residences in Downs Section 4 of Meadow Branch North (Buckner Drive). The developer is preparing additional exhibits.
- Signed the site plan for the 165-unit Senior Living Center at the Old Hospital on S. Stewart Street and the site plan for the 70-unit Harrison Plaza PUD at Hope Drive and Valor Drive.
- Gave a history talk to the 55 and over Trilogy homeowners group at Lake Frederick. They have scheduled numerous trips to Old Town Winchester which often include lunch at downtown restaurants.
- Prepared and electronically distributed the March 19 BAR meeting (canceled).
- Prepared talking points to be included in the Mayor's opening remarks at the March 13 Housing Summit.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	278	7,756
Water service lines replaced (number)	0	371
Water meters replaced (number)	197	4,282
Sanitary sewer mains replaced/lined (linear feet)	0	6,576
Sanitary sewer laterals replaced (number)	0	103
Sanitary manholes replaced (number)	0	42
Sidewalks replaced (linear feet)	278	39,697
Sidewalks repaired (linear feet)	0	123,835

Public Services

- The City Treasurer's office and City Commissioner of Revenue's office moved into their new offices in the Creamery Building this week. Both offices will be open for business at their new location on Monday, March 16.
- The contractor was unable to begin work on repaving N. Cameron Street this week but plans to begin work sometime next week, weather permitting.
- Attended the community meeting hosted by Vice Mayor Hill and Councilor Herbstritt to discuss the possible changes to solid waste collection and recycling.
- Started working with the utility billing software vendor to begin testing the cloud version of the software.
- Repaired two water main breaks.

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	0	Lane miles
	Potholes repaired	1	52	#
	Mowing	0	0	Acres
	Miles of streets swept	102.30	617.99	Miles
	Tons of leaves hauled	0	58.50	Tons
Trees	Dead/diseased trees removed	7	96	#
	Trees trimmed	1	523	#
	Stumps removed	37	98	#
Traffic	Street signs Installed/replaced	12	114	#
	Pavement markings repainted (City)	57	83	Linear feet
	Pavement markings repainted (contractor)	0	0	Linear feet
Refuse & Recycling	Refuse collected	124.99	1,268.57	Tons
	Recycling collected	22.16	274.886	Tons
	Large item pickups	5	33	#
Transit	Total passengers	2,659	23,553	#
	Revenue miles pick up/drop off	3,909	36,332	Miles
	Revenue hours pick up/drop off	370.67	3,431.48	Hours
Utility billing	Payments processed	1,385	15,484	#
	New bills mailed out	1,723	14,138	#
	Water services turned off (non-payment)	0	125	#
Water treatment plant	Average daily water demand	6.15	5.75	Million gallons/
	Peak daily water demand	6.47	6.53	day
Wastewater treatment plant	Average daily flow treated	6.64	7.56	Million gallons/
	Peak daily flow treated	7.22	17.21	day

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Water distribution and wastewater collection	Water main breaks repaired	3	6	#
	Water meters read	3,679	17,000	#
	Fire hydrants flushed	0	0	#
	Sewer mains cleaned	4,482	20,184	Linear feet
	After-hours call outs	4	40	#
Engineering	Site plans reviewed	3	35	#
	Floodplain permits issued	4	12	#
	Utility as-builts reviewed	0	4	#
	Right-of-way permits issued	13	76	#
	Land disturbance permits issued	1	2	#
	Stormwater facility inspections	0	6	#
	Erosion and sediment control inspections	26	229	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	20	209	#
	Special events assistance	1	4	#
	Maintenance of pedestrian mall	31	283	Staff hours
Equipment maintenance	Total repairs completed	34	550	#
Winchester Parking Authority	Work requests completed	8	67	#
	Special events - assistance provided	0	2	#
	Vandalism or property damage issues	0	2	#
	New monthly rentals	5	47	#
	Monthly rental cancellations	22	37	#
	Total monthly leases in all autoparks	-17	1,152	#
	Available monthly spaces in all autoparks	+17	260	#
	Hourly parkers (all four garages)	3,149	25,959	#
	Park-Mobile transactions	921	8,078	#
	Meter violations	212	2,040	#

Social Services

- Received 70 Benefit Program applications: 20 SNAP, 46 Medicaid, 0 TANF, 1 VIEW, 2 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 2 Home Energy Assistance Program
- Provided case management to: 1,477 Medicaid, 3,936 SNAP, 60 TANF, 18 Auxiliary Grant, 24 individuals receive VIEW services, 56 families/97 children receive Child Care Subsidy Assistance.
 - 323 Home Energy Assistance Program cases
- Met with Winchester Public Schools to discuss feeding partnership in disaster-related sheltering situations. This planning process is part of DSS' primary responsibility as lead for the City's Emergency Support Function #6 – Mass Care.
- Prepared for the City of Winchester's INSIGHT Citizen's Academy presentation. The primary goals of this presentation are to increase participants' knowledge about (1) the programs and services offered by WDSS, and (2) how they or someone they know can access assistance if needed.
- Celebrated the beginning of Social Work Month (March). The City will be highlighting members of the DSS Services team on social media to spread awareness of the Department's important work.
- Attended ChildFirst Training, a 40-hour course on the forensic interviewing of children.

Weekly Activity	#
Clients walk-ins/drop-offs	14/121
Placed "on notice" for foster care entry by JDRC	8
Children in/entered/exited foster care	52/0/0
Adoption subsidy cases/adoptions finalized	45/0
Child Protective Service (CPS) referrals/case management load	8/45
Benefit program fraud & overpayment referrals/investigations/recoupment claims	1/5/99
CPS family assessments & investigations of alleged maltreatment	61
Family Service intakes/case management load	9/7
Adult Protective Service referrals/investigations/intakes	2/15/4
Adult services case management load	7
Adult guardianships/cases	2/81
Uniform Assessment Instrument screenings	4
Interstate Compact on the Placement of Children (ICPC) case management	3

Parks & Recreation

- Attended Apple Blossom meeting.
- Attended coronavirus briefing with local health official.
- Prepared to host Inclusion Volleyball Tournament but it was canceled due to the Coronavirus.
- Hired Consolidated Electric to check functionality of field lights.
- Continued work on Summer Guide.
- Added security alarm to double doors in gym.

Support Services

Innovation & Information Services

- Put new personal property receipts into production.
- Began development of personal property reprint receipt process. Worked on clearing up direct deposit slips on reprint to speed up process.
- Supported real estate assessment vendor connecting to get necessary data.
- Worked with Emergency Communications to complete IT State Police audit report.
- Worked with State Police to coordinate replacement of Livescan PC at Timbrook Public Safety Center.
- Installed Timeclock at Water Treatment Plant.

Help Desk Requests	Count	Closed
Account Management	7	8
Applications	9	19
GIS	1	2
Hardware	13	22
Information Only	5	5
Infrastructure	4	5
No Action Required	5	10
Not Assigned	16	0
Procurement/Disposal	0	0
Reporting	0	0
Research	0	0
Total	60	71

Communications

- Distributed the March 11 CitE-News issue. [View](#)
- Handled 2 media requests for City information and staff interviews; 2 inquiries for WPD.
- Attended Senior Management Team meeting to discuss the Coronavirus and the City's preparedness and response.
- Distributed Coronavirus information daily via all the City's community outreach channels.
- Created a [Coronavirus web page](#) and added a link to the page on the City's home page.
- Meet with Interim City Manager, Mayor Smith and several staff to discuss a plan for upcoming public meetings due to the Coronavirus pandemic. Mayor Smith decided to cancel all public meetings for the next two weeks. Assisted with canceling the public meetings scheduled March 16-27 and announcing the changes.
- Canceled the remaining 2020 INSIGHT Citizen's Academy sessions.
- Continued working on the Fire Department's 2019 annual report.
- Launched the first episode of the Defrost podcast with the Police Department. Within 24 hours of launch, the podcast reached a national audience.
- Continued editing the season 3 premiere episode of [publiCITY](#) that will be released March 25 at 12:00 pm.
- Wrote, edited and produced the latest episode of the [Rouss Review](#) podcast that covers flood management and the City's Coronavirus response efforts.
- Created a Winchester 101 waveform video for YouTube. This episode covers Women's History in Winchester.
- Attended drone training to go over updates and Drone Sense program.
- Interviewed with the Winchester Star regarding the release of the Defrost podcast.
- Created signs to let residents know that the Commissioner of the Revenue and the Treasurer offices are moving to the Creamery Building.

311 Requests Received	#
FOIA	4
New Recycling Bin	3
Missed Trash/Recycling Collection	-
Trash on Property	-
City Tree Issue	-
Traffic Signal Issue	-
Dead Animal in Road	-
Ask a Question	-
Stormwater Drainage Issue	-
Pothole	-
Street Light Out	-
Tall Grass	1
Residential Overcrowding	1
Water/Sewer Service	-
Citibot	5
Total/YTD	14/107

Date	City Press Releases/Related Press Releases
3/12	Commissioner of the Revenue and Treasurer's Offices to close Friday for move - read
3/13	Public meeting cancellations and announcements

Date	Segments on WDVM
3/7	Old Town Winchester hosts annual St. Paddy's Day Celtic Festival - watch
Date	Articles in <i>The Winchester Star</i>
3/7	Barbecue restaurant caters free lunch for first responders
3/9	Lawyer: Press conference in murder case was a publicity stunt
	Celtic Fest celebrates community's Irish and Scottish heritage
3/11	Police podcast seeks to 'Defrost' cold case
	Greater raises considered for city teachers
	Murder suspect wants new lawyer
	Plea bargain concludes home invasion case
3/12	Man charged in domestic violence case
	City Council considers raising meals tax
	Health director on COVID-19: Stay calm, informed, and healthy
3/13	Schools make plans in case of closings
	Contentious council bylaws resurface for third time
	Council honors Gaynor for service to city
	Fire on Valley Avenue displaces family of six